



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Programme Assistant (IBM/NBIC)</b>
Organizational Unit	: <b>Immigration and Border Management (IBM)</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>Special Short Term (SST) Grade equivalent, G5</b>
Type of Appointment	: <b>Contract Basis (Renewable)</b>
SVN No.	: <b>SVN2017_46</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>25<sup>th</sup> June, 2017</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Working under the overall supervision of IOM Nigeria's IBM Programme Manager, and under the direct supervision of the Senior Project Assistant/Project Coordinator, the successful candidate's primary role will be to provide support to Components 1 (NBIC) and 2 (Foreigner Registration) of the IOM Nigeria NBIC-REG project "Supporting the Rollout of Nigeria's National Biometric Identification Card (NBIC) for Intra-ECOWAS Travel, and Biometric Registration of Foreign Nationals in Nigeria"

#### **Core Functions / Responsibilities:**

1. Directly supporting the work of the Senior Project Assistant/Project Coordinator in all aspects of her/his work.
2. For the assigned Components, and for Component 3 as needed/requested:
  - Assume a key support role in tracking of project purchase requests, purchase orders, contracts and expenditures, in liaison with IOM Nigeria Finance Unit, and prepare final drafts for monthly funding requests for the project activities.
  - Supporting the Project Senior Assistant/Coordinator in liaison with relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant stakeholders where necessary for the effective implementation of the activities of project and represent IOM at coordination meetings with governments, NGOs and other stakeholders where required in close coordination with the supervisor.
  - Collecting and providing necessary information and assists in preparing, organising and implementing all aspects of the project activities within the assigned Component, including preparations and support to special consultancies occurring in the project.
  - Assisting in timely implementation of project activities.
  - Assisting in reporting to donors and partners, in IOM and donor formats as required.

- Coordinate extensively with IOM finance, procurement, security and other relevant support units at IOM Nigeria, including preparation of purchase requests, draft contracts, travel and security authorizations, etc.;
  - Researching, compiling and presenting information on developments on new trends and policies in the field of migration in the country for successful implementation of the project component's activities.
  - Ensuring proper documentation of project component's documents and filing.
  - Assisting in the monitoring and evaluation of project activities for the assigned component.
  - Supporting visibility and communication activities related to the project.
  - Assisting in the planning, preparation and implementation of seminars, conferences, workshops, meetings, presentations and missions related to the project, undertake duty travel when necessary in support of the implementation of the assigned component.
3. Provide general support as requested to the full portfolio of IOM Nigeria IBM projects.
  4. Provide general support to the development of new related projects based on identified needs during project implementation.
  5. Performing such other duties as may be assigned.

### ***Required Qualifications and Experience***

- University degree from an accredited institution preferably in Social Sciences, Business Administration, Migration Studies, International Relations and/or Law or related field with three years professional experience;
- Three years' experience (or five years for candidates holding school diploma) in related field, closely related to development or humanitarian project administration and management.
- Demonstrated non-specialist knowledge in the thematic areas relevant to IOM mandate areas for project implementation and development;
- Experience in liaising with governmental authorities, other national/international institutions, the UN and NGOs;
- Experience working on migration issues in a project setting will be an advantage;
- Direct experience in biometric applications in the migration sector will be an added advantage.

### **Languages**

Fluency in **English** and Native Language;

### ***Required Competencies***

#### **Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

#### ***other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

***How to apply:***

Interested candidates are invited to submit their applications via email to [HRNIGERIA@iom.int](mailto:HRNIGERIA@iom.int) indicating position applied on subject line **by Sunday 25<sup>th</sup> June, 2017**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2017\_46 Abuja. Programme Assistant (IBM/NBIC)**.

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

**Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.**

***Posting period:***

From 14.06.2017 to 25.06.2017